MJC Curriculum Committee
Expedited Curriculum Approval Guidelines

CRITERIA FOR IMMINENT NEED:

Proposals for expedited curriculum committee approval will be accepted if they meet one of the following criteria:

➢ To avoid loss of accreditation from an outside agency
➢ To avoid loss of course articulation
➢ To facilitate Work Force Training demands
➢ To accommodate programs with course changes that would adversely impact students' abilities to progress.
➢ To comply with newly revised code or law

The following are examples that would *not* qualify as imminent need:
➢ The course originator did not prepare adequately to meet the established curriculum review timeline.
➢ Contracts in place that include specific curriculum that was not approved by the curriculum committee at the time of the signing of the contract.
➢ Classes have already been scheduled and students are enrolled prior to the curriculum being approved as a part of the curriculum committee process.

PROCEDURES FOR EXPEDITED APPROVAL:

New Courses and Course Updates

1. Create a course proposal in CurricUNET for submittal to the committee.
2. Complete the expedited approval request on the course cover field.

Distance Education Only Proposals

There is no expedited approval option in DE Only proposals. A DE Only proposal takes effect the semester following its approval by the committee.

1. Create a DE Only proposal in CurricUNET for submittal to the committee.

If a course outline is out of compliance, a course update proposal must be completed with the required DE information completed.

The expedited request will be included on a subsequent agenda for full committee vote.

In instances when the full committee is unavailable (e.g, summer), the co-chairs and a minimum of two curriculum representatives will review the proposal. If the expedited approval request is granted, the item will be placed on the next scheduled curriculum meeting for notification.

APPEAL:
An item denied as imminent need by the process above can be appealed to the Vice-President of Instruction.